



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
PUBLICATIONS & GRAPHICS BUREAU

**TERM CONTRACT**

VENDOR

**Pit Printers  
2717 Ottawa  
Butte, MT 59701-6211**

CONTRACT  
NUMBER

**142-98-L**

CATEGORY

**Transportation Purchase Order Books**

DESCRIPTION

EFFECTIVE  
DATES

From

**July 1, 1997**

To

**June 30, 1998**

**TRANSPORTATION PURCHASE ORDER BOOKS**

ORDERING INFORMATION

CONTRACT  
VENDOR

Pit Printers  
2717 Ottawa  
Butte, MT 59701-6211  
Phone: 406-723-0005

AGENCY  
CONTACT

Wally Maroney

DELIVERY ➤ Within 21 Calander Days from Receipt of Individual Orders

F.O.B. ➤ Destination

TERMS ➤ Net

**REMARKS:**

**Second Year of Contract**

CONTRACT VALIDATED BY:

DATE

PUBLICATIONS & GRAPHICS BUREAU  
DEPARTMENT OF ADMINISTRATION  
920 FRONT ST - P.O. BOX 200132  
HELENA, MT 59620-0132

INVOICES SHALL BE FURNISHED IN TRIPPLICATE

**TRANSPORTATION PURCHASE ORDER BOOKS**

**Term of Contract:**

Bidder and the State of Montana, Publications & Graphics Bureau agree that this contract may, upon mutual agreement, be extended in one (1) year intervals for a period not to exceed two (2) additional years. This extension is dependent upon legislative appropriations and in no case may a contract run longer than a three (3) year period. This contract may be extended for one (1) year intervals according to the terms of the existing contract.

Any intentions to cancel or extend the contract must be initiated in writing no later than thirty (30) days prior to the termination date of the existing contract or termination date of a contract which has been previously extended.

This contract is for the period of July 1, 1997 through June 30, 1998.

**Transportation Purchase Order Books:** 3 part, recycled carbonless bond, snap-out forms bound in books.

**Base Form Stock & Printing:** Overall size 4-1/4 inch depth by 8-1/2 inch width including stub.

Recycled carbonless bond: Original - white; duplicate - green; triplicate - canary. All parts print face only, one color, xeroxable blue ink, copy prints same on all parts, original and duplicate to perforate with 5/8 inch stub on left side. Tear out size approximately 7-7/8 x 4-1/4 inches. Triplicate does not perforate - to remain in book. Copy for inside base printing to be provided camera ready from Publications and Graphics Bureau.

**Imprinting/Overprinting:** Base forms to be imprinted/overprinted with unique agency information including:

- a. Agency name and address
- b. Four digit agency code
- c. Numbering consecutively in sets

Overprinting/imprinting on original to be xeroxable blue, crashing acceptable to duplicate and triplicate copy. Vendor responsible for composition and proof of imprint/overprint information.

**Covers & Binding:** Forms to be bound in books, 20 sets per book, triad covers - chipboard back, 150# manila or white tag wrap around back cover for insertion between sets, 150# manila or white tag wrap around back cover one color xeroxable blue ink. Copy for front cover to be provided camera ready. Copy different from contents. Vendor responsible for marking cover with numbers contained within. Books to be bound securely on left side with 2 wire staples.

**Delivery:** Complete delivery shall be made within 21 calendar days from receipt of individual orders.

**Note:** All orders for Transportation Purchase Order Books shall be processed through the Publications and Graphics Bureau. The contractor shall not accept any orders not placed through the Bureau.

**Minimum Order:** 4 Books.

Prices are per individual order according to the following matrix:

4 to 7 books	\$14.95/per book
8 to 11 books	\$13.70/per book
12 to 15 books	\$12.15/per book
16 to 19 books	\$11.40/per book
20 and more books	\$ 9.65/per book

NOTE: All invoicing involving this contract is to be provided to:

Publications & Graphics  
920 Front Street  
P.O. Box 200312  
Helena, MT 59620-0132